

# ***Student Transcript and Academic Record Repository (STARR) Application***

## ***Institutions of Higher Education (IHE)***

### ***Postsecondary Student Academic Record Data Collection***

#### ***User's Guide***

***v1.0***

***2011***

Questions about this document should be directed to CEPI at:

E-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Phone: 517-335-0505



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## Overview

When Michigan representatives agreed to accept the State Fiscal Stabilization Fund (SFSF) dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these is that the state of Michigan will connect preschool through postsecondary education data (P-20) and then into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. Connecting PK-12 to postsecondary education data requires that the state-assigned student Unique Identification Code (UIC), assigned and maintained by the Center for Educational Performance and Information (CEPI), be exchanged among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store portions of each student's academic record into a data repository for analysis. The repository is called the Student Transcript and Academic Record Repository (STARR). The collection of these data for Institutions of Higher Education (IHEs) is known as the Postsecondary Student Academic Record Data Collection via the STARR application.

Public IHEs are required to upload a data file(s) in the PESC XML format to the STARR application containing portions of students' academic records. The data elements and student population for upload, as well as the XML schema, sample schema, XML Validation Guide, frequently asked questions, timeline and a CSV to XML conversion tool appears on the CEPI IHE Webpage at: <http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html>. Independent IHEs are encouraged to participate to make the data connection more accurate.

### Unique Identification Code (UIC)

Before an IHE can upload data to the STARR application, every student record must have a Unique Identification Code (UIC). The primary method for obtaining a UIC on a student will be the electronic transcript. For students whom the IHE does not have a UIC, the UIC can also be obtained via the IHE Request for UIC Collection in the Michigan Student Data System (MSDS).

The IHE Request for UIC Collection enables the IHE to submit a file to the MSDS with basic student information (first name, last name, date of birth and gender) that then goes through a matching process against the MSDS UIC master table to search for the UIC. If there is a match based on the core fields, the existing UIC will be assigned to that record. If there is not a match, a new UIC will be created. Any records with possible matches will be assigned a new UIC. At periodic points, a mass linking process in the MSDS will be utilized to link newly created UICs with pre-existing UICs where appropriate. IHE authorized users can upload files to the MSDS as well as search via the online interface for student UICs. The security agreement for users requesting this access will need to be signed by each institution's registrar.

The IHE Request for UIC Collection Webpage can be found at: [http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_56413---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html). For questions pertaining to the IHE Request for UIC Collection, e-mail CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505, option 3.

### Notifications

CEPI will send a notification to each IHE's authorized user prior to the beginning and end of the upload period, reminding the user to complete the upload. Further notifications or escalations regarding the failure to complete an upload may also be sent.

## STARR Application

### STARR Secure Access

Prior to uploading the data file to the STARR application, participating IHEs must obtain secure access to the application. The primary user of the STARR application is to complete the security form available on the IHE Webpage at: <http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html> and fax the form to CEPI. It is recommended that the primary user be the person uploading the files, such as the Registrar or an individual involved in the technology group. The authorized user of the STARR application will be provided a secure login and password by Docufide. Once secure access is granted to the STARR application, the primary user has the ability to add and delete users in the system. It is highly recommended that the primary user add at least one back-up user for the STARR application within the system.

### Add/Delete Users

The primary user of the STARR application is strongly encouraged to add at least one back-up user to the application and keep this list current. Note that a security agreement for the back-up user is not needed. To add a user:

1. Go to <https://securetranscript.docufide.com/admin> and log into your secure account with your valid e-mail address and password.
2. Click on the **Sign In** button.

The screenshot shows the Docufide Sign In page. At the top is a dark navigation bar with links: ABOUT DOCUFIDE, CONTACT US, HELP/FAQ, SIGN IN, and TRACK. Below the navigation bar is the Docufide logo and a breadcrumb trail: Home > Sign In. The main heading is "Sign In to Docufide". Below this is the instruction: "Please sign in by entering your email address and password." There is a link: "If you are a student who has not registered with Docufide, create a Docufide account now." The sign-in form consists of two input fields: "Email Address:" and "Password:". Below the password field is a link: "Forgot your password?". At the bottom of the form is a "Sign In" button. Two numbered callouts are present: Callout 1 points to the "Email Address:" and "Password:" input fields. Callout 2 points to the "Sign In" button.

1

2

## 3. From the Home tab, click on the Manage Administrators link.

Home Sender Services Receiver Services Preferences Directory

## Welcome to Docufide

Access the following features using the icons above or the links below:

**Sender Services** – approve transcript requests and upload admission documents to Docufide for paperless processing.

- [Upload Admission Documents](#) Upload admission documents for delivery to participating colleges in the Docufide network.
- [Manage eduDOCS Credits](#) Purchase additional eduDOCS credits to send transcripts and other documents electronically.
- [Manage eduDOCS Destinations](#) Manage your eduDOCS destinations.
- [View Report](#) Review transcripts and admission documents sent.

**Receiver Services** – receive transcripts and other documents electronically.

- [Select Documents to Download](#) Select transcripts and other admission documents to download.
- [Download Zip Files](#) Download and confirm previously selected transcripts and other admission documents.
- [View Reports](#) Review transcripts and other admission documents received.

**Directory** – view contact information for Docufide member schools and colleges, and download profiles when available.

- [Search for Members](#) Search for member schools and colleges.

**Preferences** – update user preferences, and add, view, or delete administrator access.

- [Manage Institution Profile](#) Update your college information.
- [Manage Administrators](#) Edit your user profile.
- [Manage Sender Preference](#) Set options for sending transcripts and other admission documents.

4. To add a user, click on the **Add Administrator** button.

Home Sender Services Receiver Services Preferences Directory

PROFILE **MANAGE ADMINISTRATORS** MANAGE SENDER PREFERENCES GENERAL RECEIVER PREFERENCES DELIVERY OPTIONS ESSR SETTINGS

## Manage Administrators for zz Citron

View, edit, or delete administrator access to Docufide.

- To edit an administrator's access, click the **Administrator Name** link.
- To remove administrators, select the checkboxes next to the administrator and click **Delete**.
- To add an administrator, click **Add Administrator**.

**ADMINISTRATORS**

<input type="checkbox"/>	Name	Position	Email Address	Roles
<input type="checkbox"/>	<a href="#">Backup Admin Citron</a>	Citron Backup Admin	<a href="mailto:citronbckp@college.tom">citronbckp@college.tom</a>	<ul style="list-style-type: none"> <li>Backup Receiver</li> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">Citron Admin</a>	Citron Admin	<a href="mailto:citron@college.tom">citron@college.tom</a>	<ul style="list-style-type: none"> <li>Primary Receiver</li> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">Test Heather</a>		<a href="mailto:htest@test.com">htest@test.com</a>	<ul style="list-style-type: none"> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">faga_john</a>		<a href="mailto:citron_admin@test.com">citron_admin@test.com</a>	<ul style="list-style-type: none"> <li>General Administrator</li> <li>Backup Sender</li> <li>Primary Receiver</li> <li>IT/Webmaster</li> <li>Site Administrator</li> </ul>

**Add Administrator** **Remove Administrator**

5. Fill out the text boxes for the new administrator's name, position, phone number, e-mail address and role(s).

Home Sender Services Receiver Services Preferences Directory

PROFILE MANAGE ADMINISTRATORS MANAGE SENDER PREFERENCES GENERAL RECEIVER PREFERENCES DELIVERY OPTIONS ESSR SETTINGS

## Administrator Profile

Enter the contact information and set the access privileges for the administrator.

\* Required information

### Personal Information

* First Name:	<input type="text"/>	* Email Address:	<input type="text"/>
* Last Name:	<input type="text"/>	* Confirm Email Address:	<input type="text"/>
Position:	<input type="text"/>	* Password:	<input type="text"/>
* Phone number:	<input type="text"/>	Ext:	<input type="text"/>
	<small>If outside the US, provide your country code.</small>		
Fax Number:	<input type="text"/>	* Confirm Password:	<input type="text"/>

Your password must have at least five characters.

### Roles & Responsibilities

Assign one or more roles to the administrator. For more information about each role, [view the Permission Matrix](#).

*Note: If no administrator is designated as Primary Sender and/or Primary Receiver, all administrators will receive the email notification usually sent only to the primary roles.*

6. To remove a user, select the box next to the user you wish to remove from the application.
7. Click on the **Delete Administrator** button.

Home Sender Services Receiver Services Preferences Directory

PROFILE MANAGE ADMINISTRATORS MANAGE SENDER PREFERENCES GENERAL RECEIVER PREFERENCES DELIVERY OPTIONS ESSR SETTINGS

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- To edit an administrator's access, click the **Administrator Name** link.
- To remove administrators, select the checkboxes next to the administrator and click **Delete**.
- To add an administrator, click **Add Administrator**.

ADMINISTRATORS

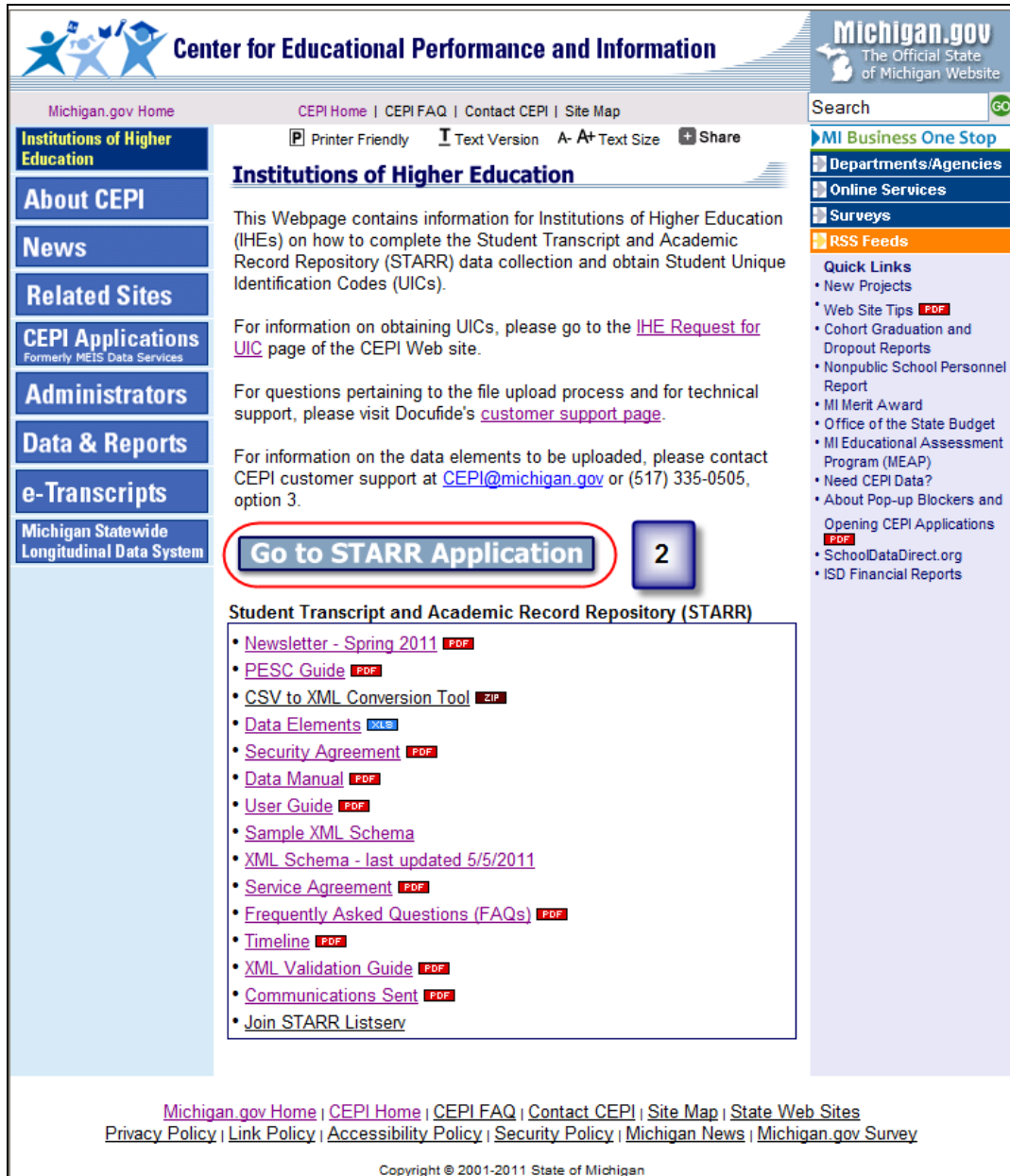
<input type="checkbox"/>	Name	Position	Email Address	Roles
<input type="checkbox"/>	<a href="#">B... in Citron</a>	Citron Backup Admin	<a href="#">citronbckp@college.tom</a>	<ul style="list-style-type: none"> <li>Backup Receiver</li> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">Citron Admin</a>	Citron Admin	<a href="#">citron@college.tom</a>	<ul style="list-style-type: none"> <li>Primary Receiver</li> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">Test Heather</a>		<a href="#">htest@test.com</a>	<ul style="list-style-type: none"> <li>Site Administrator</li> </ul>
<input type="checkbox"/>	<a href="#">faga.john</a>		<a href="#">citron_admin@test.com</a>	<ul style="list-style-type: none"> <li>General Administrator</li> <li>Backup Sender</li> <li>Primary Receiver</li> <li>IT/Webmaster</li> <li>Site Administrator</li> </ul>

Add Administrator

## File Upload

When uploading a file to the STARR application, the file is to be saved to the authorized user's desktop or other location on the computer or network where the file can be easily located. It is recommended that the file be zipped and separated into smaller files (approximately 20,000 records) to help ensure faster uploading and processing. To upload files:

1. Go to the IHE Webpage at: <http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html>.
2. Click on the "Go to STARR Application" link.



**Center for Educational Performance and Information**

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### Institutions of Higher Education

This Webpage contains information for Institutions of Higher Education (IHEs) on how to complete the Student Transcript and Academic Record Repository (STARR) data collection and obtain Student Unique Identification Codes (UICs).

For information on obtaining UICs, please go to the [IHE Request for UIC](#) page of the CEPI Web site.

For questions pertaining to the file upload process and for technical support, please visit Docufide's [customer support page](#).

For information on the data elements to be uploaded, please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or (517) 335-0505, option 3.

**Go to STARR Application** 2

### Student Transcript and Academic Record Repository (STARR)

- [Newsletter - Spring 2011](#) PDF
- [PESC Guide](#) PDF
- [CSV to XML Conversion Tool](#) ZIP
- [Data Elements](#) XLS
- [Security Agreement](#) PDF
- [Data Manual](#) PDF
- [User Guide](#) PDF
- [Sample XML Schema](#)
- [XML Schema - last updated 5/5/2011](#)
- [Service Agreement](#) PDF
- [Frequently Asked Questions \(FAQs\)](#) PDF
- [Timeline](#) PDF
- [XML Validation Guide](#) PDF
- [Communications Sent](#) PDF
- [Join STARR Listserv](#)

Michigan.gov Home | CEPI Home | CEPI FAQ | Contact CEPI | Site Map | State Web Sites  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Michigan News | Michigan.gov Survey

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- Log into your secure account with your valid e-mail address and password.
- Click on the **Sign In** button.

You can also access the STARR application login page directly at the following link:  
<https://securetranscript.docufide.com/admin>.

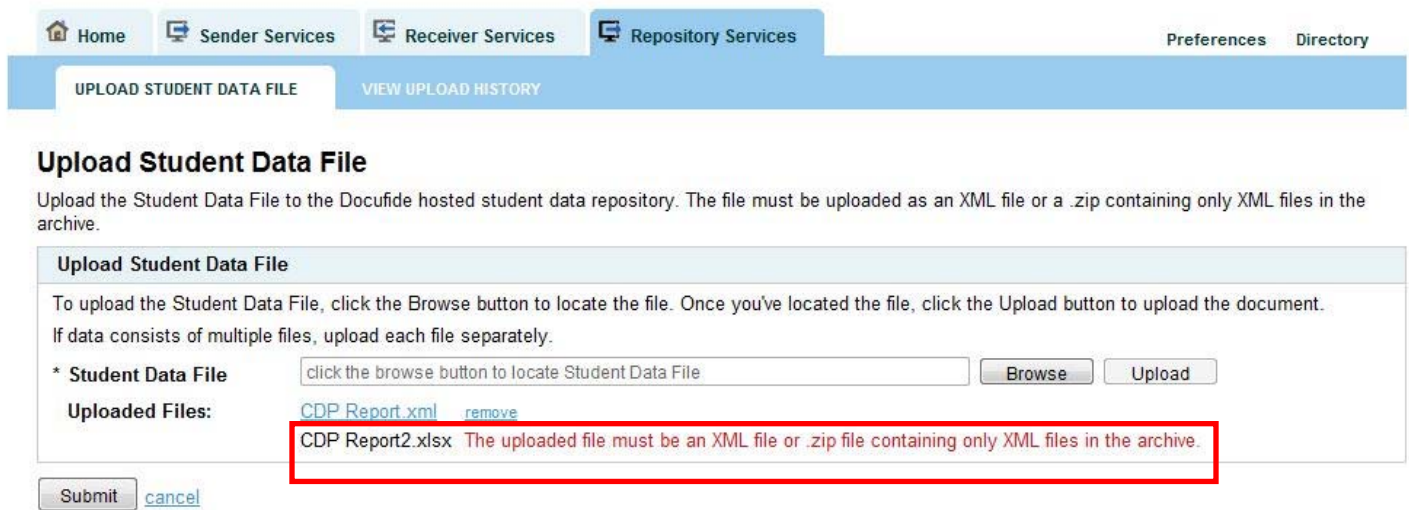
- Click on the **Repository Services** tab.
- On the Upload Student Data File tab, click on the **Browse** button to search for the file to be uploaded from the authorized user's desktop or other location.
- When the file location is displayed in the Student Data File text box, click on the **Submit** button.

The file will be securely received. The source of the document is identified using the e-mail address/password authenticated at log-in.

Upon submission of the file, the STARR application performs a file level validation. File level validation ensures that the file meets the schema. Although this does happen when the file is uploaded, ideally it should first occur offline. System performance is directly related to the number of files that are uploaded that do not pass file



level validation. Users may have success using an XML validation tool. If the file does not pass file level validation, an error message will appear similar to the one below. If this error message appears, the user is to fix the file level errors offline and then upload the corrected file.



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UPLOAD STUDENT DATA FILE VIEW UPLOAD HISTORY

### Upload Student Data File

Upload the Student Data File to the Docufide hosted student data repository. The file must be uploaded as an XML file or a .zip containing only XML files in the archive.

To upload the Student Data File, click the Browse button to locate the file. Once you've located the file, click the Upload button to upload the document. If data consists of multiple files, upload each file separately.

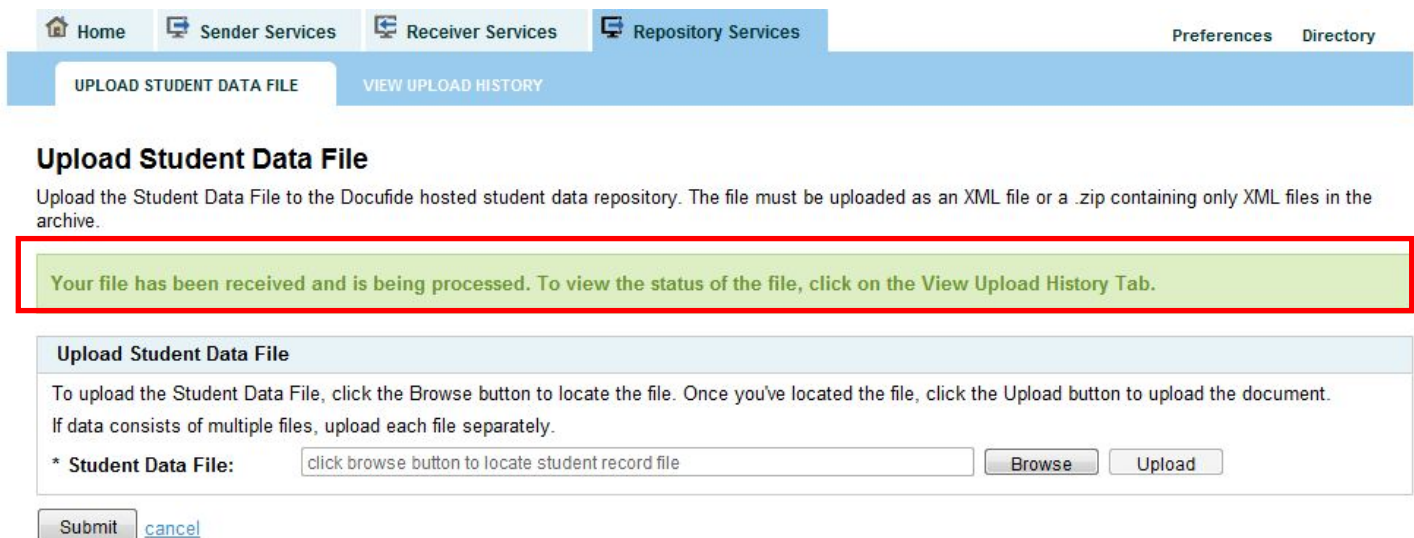
\* Student Data File:

Uploaded Files: [CDP Report.xml](#) [remove](#)

**CDP Report2.xlsx** The uploaded file must be an XML file or .zip file containing only XML files in the archive.

[cancel](#)

If the file passes file level validation, a message will appear similar to the one below.



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UPLOAD STUDENT DATA FILE VIEW UPLOAD HISTORY

### Upload Student Data File

Upload the Student Data File to the Docufide hosted student data repository. The file must be uploaded as an XML file or a .zip containing only XML files in the archive.

**Your file has been received and is being processed. To view the status of the file, click on the View Upload History Tab.**

To upload the Student Data File, click the Browse button to locate the file. Once you've located the file, click the Upload button to upload the document. If data consists of multiple files, upload each file separately.

\* Student Data File:

[cancel](#)

## File Status

1. To view the status of the uploaded file, click on the **View Upload History** tab.
2. The processing status of the file will be displayed via the View Student Data File Upload History report. This report is updated throughout the processing stage.

The screenshot shows the Docufide web application interface. At the top, there are navigation links: > ABOUT DOCUFIDE, > CONTACT US, > HELP/FAQ, WELCOME JOHN SMITH, DOCUFIDE INSTITUTE OF TECHNOLOGY, and > SIGN OUT. The Docufide logo is on the left, and the Michigan eTranscript logo is on the right. Below the logos, there are tabs for Home, Sender Services, Receiver Services, and Repository Services. The 'Repository Services' tab is selected, and within it, the 'VIEW UPLOAD HISTORY' button is highlighted with a red box and a green circle labeled '1'. Below this, the 'View Student Data File Upload History' section is shown, with a subtitle 'View the Student Data File Upload History.' A table is displayed, showing upload records. The table has five columns: Upload Date, File Name, Status, Total # Records in File, and # Uploaded to Repository. The table contains three rows of data. A red box highlights the table, and a green circle labeled '2' is next to it. Below the table, there is a pagination bar showing '201 - 300 of 310' and links for 'Previous', '1', '2', '3', and 'Next'.

Upload Date	File Name	Status	Total # Records in File	# Uploaded to Repository
05/01/2011	CDF_Report.xml	Complete	6,500	6500
05/01/2011	CDF2_Report.xml	Failed: Incorrect Schema		
05/01/2011	CDF3_Report.xml	Processing		

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[Previous](#) [1](#) [2](#) [3](#) [Next](#)

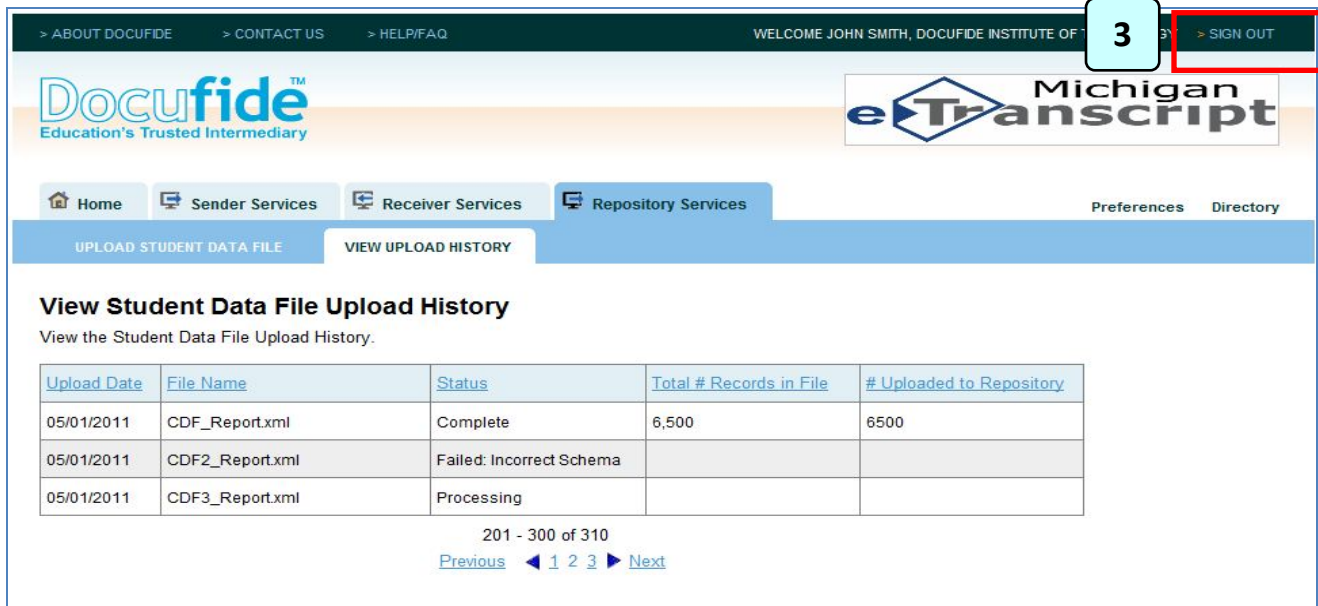
The View Student Data File Upload History report is separated into five columns:

Table 1

Column Name	Description
Upload Date	The date the file was uploaded
File Name	The name of the uploaded file
Status	The current status of the uploaded file <ul style="list-style-type: none"> <li>Processing - undergoing field level matching against records in the STARR to determine if the record is new/updated</li> <li>Complete - the file has finished field level matching</li> <li>Failed - the file could not process because the file is not consistent with the XML schema</li> </ul>
Total # Records in File	The total number of student records included in the file
# Uploaded to Repository	The total number of student records that have been written to the STARR

When an authorized user needs to update or replace one or more student academic records, he or she can do so by uploading those revised student academic record(s), which will replace the previous record stored in the STARR for the corresponding student(s). The user can also resubmit the entire file. Individual student records and complete files can be updated at any time during the upload period.

3. To securely exit the STARR application, click on the **Sign Out** button.



> ABOUT DOCUFIDE > CONTACT US > HELP/FAQ WELCOME JOHN SMITH, DOCUFIDE INSTITUTE OF 3 > SIGN OUT

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UPLOAD STUDENT DATA FILE VIEW UPLOAD HISTORY

### View Student Data File Upload History

View the Student Data File Upload History.

Upload Date	File Name	Status	Total # Records in File	# Uploaded to Repository
05/01/2011	CDF_Report.xml	Complete	6,500	6500
05/01/2011	CDF2_Report.xml	Failed: Incorrect Schema		
05/01/2011	CDF3_Report.xml	Processing		

201 - 300 of 310

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